

THE BUILDING AND CARE OF METHODIST CHURCH PROPERTY

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THE BUILDING AND CARE OF METHODIST CHURCH PROPERTY

PERINELL

by BONNEAU P. MURPHY, 1909-

DIVISION OF HOME MISSIONS AND
CHURCH EXTENSION • BOARD OF
MISSIONS AND CHURCH EXTENSION
THE METHODIST CHURCH • NEW YORK

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BOARD OF MISSIONS AND CHURCH EXTENSION
THE METHODIST CHURCH

52-28964

PRINTED IN THE UNITED STATES OF AMERICA

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INTRODUCTION

This little book deals with the practical aspects of local church building and management. It outlines time-tested procedures for holding real estate, for architectural planning, for sound financing, and for adequate care of property. It is timely and greatly needed in this particular period of church history. We all are aware of the rapid tempo of modern life and, in order to meet the challenges of the day, Methodism is launched upon the greatest construction program of its experience. However it is well for every church to plan carefully before beginning to build; for architectural errors, improper titles to real estate, and unsound financial plans are not easily remedied when once a program of expansion is launched.

This book is designed to assist pastors and congregations in avoiding the mistakes most frequently made in the past. Almost daily the Division of Home Missions and Church Extension is called upon to assist churches where titles to property are not clear, where unfortunate architectural plans have resulted in inefficient or poorly built buildings, or where insufficient insurance or unsound financial plans have led to serious financial embarrassment. The broad experience of the author and of the Section of Church Extension is here set forth with clarity and candor in the hope that common ills now prevalent may be avoided in the future.

Many of the procedures discussed are a part of the law of the Church. However the Discipline is not always an easy book to follow, because of the interrelation of the subjects presented. This book has gathered all the relevant materials together to present the logical steps from the purchasing of the land to the completing of the well-built, soundly financed church structure. A casual glance at the contents should arouse the interest of every congregation contemplating expansion of their present plant or the erection of new church buildings. It is sent forth as a guide and a help to congregations and pastors engaged in the great venture of building the house of the Lord. We are convinced that the careful use of this book by our people will be productive of great advance in the building of the Kingdom.

EARL R. BROWN

*General Executive Secretary
Division of Home Missions
and Church Extension*

May 22, 1951

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INTRODUCTORY

This pamphlet is published by the Division of Home Missions and Church Extension of the Board of Missions and Church Extension of the Methodist Church with the hope that it will offer helpful suggestions for congregations enterprising building programs. The Division maintains two Church Extension offices. They operate upon the same principles but observe an allocation of territory for service to the field.

For the Northeastern, North Central, Western, and Central Jurisdictions, address:

THE CHURCH EXTENSION OFFICE
THE METHODIST CHURCH
1701 ARCH STREET
PHILADELPHIA 3, PENNSYLVANIA

For the Southeastern and South Central Jurisdictions, address:

THE CHURCH EXTENSION OFFICE
THE METHODIST CHURCH
1115 FOURTH AVENUE
LOUISVILLE 3, KENTUCKY

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B. P. MURPHY

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PREFACE

"History has revealed that the values of government, society, civilization, or religion were not preserved until the building which housed the family was given a permanent foundation. Thus the building, protecting and preserving the family, has been the agency that has enshrined its spirit and reflected its glory. The same is true of the church building. It is the home of the family of God. Without the church building, a separate and distinct edifice devoted entirely to the protection and preservation of the forms of worship, no body of believers can hope to hold intact its united existence. The church building is the landmark of the Kingdom of God. It is the temple of worship, the shrine of faith, and 'the permanent depository of the oracles of God.'"

H. M. KING: The Board of Church Extension, p. 9.

"During the Wesleyan revival hundreds of Methodist chapels were built and annual collections were made for the erection of meeting houses. It is doubtful whether the Methodist movement could have survived otherwise, for when 'the hammer was heard on the first Methodist chapel it proclaimed to all the world that the Methodist Church was born.'

George Whitfield was perhaps a greater preacher than John Wesley, and thousands were converted under his ministry; but Whitfield never organized Societies or secured houses of worship for his followers. Today no religious group traces its origin to Whitfield. Our Methodism is in existence largely because Wesley, in contrast to Whitfield, organized Societies and built chapels for his converts."

PAUL N. GARBER: The Methodist Meeting House, p. 121.

**"LET THEM MAKE ME A SANCTUARY THAT I MAY DWELL
AMONG THEM."**

EXODUS 25:8

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Chapter ONE

THE SIGNIFICANCE OF THE SANCTUARY

Man has ever been a temple builder. Abraham, as he was called out from his ancestral home, paused to erect altars for communion with God. Moses heard the call of God to lead the people in the building of a tabernacle as his dwelling place in the midst of the people. This early house of God was located in the very center of the encampment, signifying the central importance of the worship of God.

These early beginnings grew into the great temples of Solomon, Zerubbabel, and Herod, and stood as the unifying factor in the religious life of the Hebrew people. Jesus was profoundly stirred as He visited the Temple as a youth, and yearned that it should become in reality a House of Prayer. Paul preached in the Jewish Synagogues as he made his missionary tours. During the period of the Roman persecution the Christian groups were forced to worship in secret, and even in the underground tunnels.

In 313 A.D. Constantine granted the right of public worship. The Christian groups had no church building. They found the reception halls of the Roman homes admirably suited for worship. The early churches were called basilica. The earliest churches were naturally modeled after these kingly reception rooms. Certain churches later became the seat of bishops of the Church and the name cathedral came into common use.

Fundamentally our modern church buildings are erected from the same motivations and to meet the same needs as the earliest churches. In a special and miraculous sense God dwells in the buildings men erect and consecrate in His name. To be sure, God is present everywhere, but we insist that His presence is miraculously felt in the House called by His name. The church building is the "depository of the oracles of God" and man ever needs this place set apart, consecrated and holy, where he may meet God in the act of personal and corporate worship. Communion in worship is the "vital breath" of the Christian and the Sacrament of the Lord's Supper is central in Christian experience. At the altars of our churches we dedicate our children, pledge our allegiance to our Lord Jesus, receive holy baptism, marry, and have said over our lifeless bodies the final words of the funeral service.

The Methodist chapel or meeting house has a place of importance in

the long story of growth and expansion. The first Class, a basic unit in Methodist Societies, was formed at Bristol on February 15, 1742, by John Wesley as a church extension agency to collect funds for the payment of a chapel debt. Denied the use of Church of England chapels, Wesley soon found that open-air preaching was insufficient to hold together his followers. He provided chapels, the first being The New Room at Bristol, open for worship on June 3, 1739.

Wesley found that it was necessary to secure deeds to all his chapels which would place the ownership in the Conference and not the local Trustees. This "Deed of Settlement" comes down to us in the form of the Trust Clause.

This practice of the building of a church house for Methodist Societies was continued in America. The early colonists did not neglect the important matter of constructing a meeting house. Robert Strawbridge built a small log house near the present town of New Windsor, Maryland. Philip Embury led his Society in the construction of Wesley Chapel in New York in 1768. This famous chapel later came to be known as John Street Methodist Church.

These beginnings have grown until at this time the value of local Methodist Church Property is now in excess of one billion dollars (\$1,024,418,142) and of parsonage property \$142,169,375. This is approximately twice the values of five years ago. The indebtedness is \$33,529,103, equal to \$100 for each \$3,500 of value. The surge of building continues apace. During the last full year for which reports are now available, the Church expended \$74,000,000 on local church property improvement and debt payment, one-third of the total amount raised for all purposes.

Methodism continues to place emphasis upon the proper housing of the congregations, and Church extension has become such a large undertaking that we must devote great care in the planning, construction, and care of our church buildings.

Chapter TWO

METHODIST POLITY IN CHURCH BUILDING PROGRAMS

A Methodist church building project should be an educational experience for the entire congregation. The purpose of the official board should be to provide the fullest possible information on each stage of the work for the maximum number of people.

DISCIPLINARY REQUIREMENTS

The very first step in a Church building program is the study of the *Discipline*. Paragraphs 258, 259, 704 to 707 of the *Discipline* of 1948, must be read with care and the required steps noted. The paragraphs give explicit directions which will be disregarded only at peril. There is evidence that some congregations do not observe this precaution. In answer to the question, Have your plans been approved by the District Board of Church Location and Building? One correspondent wrote: "Never heard of such a Board; am sure we don't have one."

Note that the *Discipline* lays down certain requirements.

(1). The proposed project shall be approved by the District Superintendent. How often have we had an emergency call to aid a bogged down building enterprise! In all too many cases the District Superintendent had not been consulted. The Superintendent is experienced in such matters and can give valuable guidance. Let him serve you!

(2). The proposed project must be approved by the Quarterly Conference of the church. This official body is representative of the official membership and will be able to make wise decisions. The Quarterly Conference is required to appoint committees to make a detailed study of the entire project. These committees will make a careful survey of the needs of the church, prepare estimates of costs, and study the financial program.

(3). The proposed project shall be submitted to the District Board of Church Location and Building for approval. If the cost is less than one-tenth of the value of the church property this step is not required. The location of the building site, plans, specifications and cost are to be

submitted to this District Board. Its decision shall be final unless overruled by the Annual Conference.

(4). Final approval of the project shall be given by the membership of the church at a special meeting called for the express purpose of reviewing the project. All members twenty-one years of age and above shall be notified of this meeting.

(5). It is required that one-half of the total cost of the project shall be in cash or tangible assets before construction begins, and provisions should be made to finance the balance.

The significance of these five provisions is far-reaching. A congregation may well determine its future success or failure by the manner in which it handles its building project.

A great deal of time and thought must be given to careful study of the various stages and steps of the project.

HOW MAY A LOCAL CHURCH DISCOVER ITS BUILDING NEEDS?

The Quarterly Conference should appoint certain basic committees to carry out the studies necessary to arrive at a reliable estimate of needs. The following committees are suggested:

(1) The Survey Committee. This group should define the general parish bounds and conduct a religious census. A detailed map of the area should be developed, showing the single family residential areas and all business and public property.

The Committee should determine population trends and estimate the population of the area for several decades ahead. Real estate development and zoning regulations as well as plans for public school and utility expansion should be discovered and analyzed.

This Committee will seek to determine the very best possible location for the church site.

(2) The Committee on the Sanctuary. This group will seek to determine the type of worship facilities needed and the furnishings required.

(3) The Committee on Educational Facilities will determine the facilities needed for Christian Education and fellowship.

(4) The Committee on Finance will estimate the financial capacity of the congregation, plan and conduct the financial crusade, and collect the funds.

(5) The Committee on Promotion and Publicity will arrange for

newspaper publicity and keep the membership informed on the progress of the program.

(6) The Committee on Architecture and Construction will select an architect, advise with him, and review the progress in construction.

(7) The Executive Committee may be composed of the pastor and the chairman of the other committees. This Committee should make the reports of all committees to the Quarterly Conference.

The work of these basic committees may be handled by a smaller group of committees if found advisable. Every member of the church should be able to get his ideas before some committee for official consideration.

No major step should be taken without full discussion in committee.

Because of the importance of the work of concentrated study to determine needs we urge every church to secure all possible guidance. There is now available much helpful written material through the Division of Home Missions and Church Extension and the Division of the Local Church of the Board of Education. This material is listed in the fourth chapter, (pages 51-54).

The Church Extension offices are anxious to render every possible service to congregations expecting to build. The services available, and principles of operation are clearly set forth in a manual available upon request. These services include: Expert guidance in the study of architectural plans; limited donation funds for "clearly missionary enterprises"; loan funds (depending upon the needs of the project and the amount available for loans); a Department of Finance and Field Service whose representatives assist congregations in discovering and appraising local financial resources and conduct a limited number of crusades for funds; field trips by staff members.

The six working committees should have a comprehensive view of their work and take ample time to complete their studies. For the further guidance of the committees we offer several "commandments" for church building groups. The first commandment for the Survey Committee is:

(1)
THOU SHALT SECURE
AN ADEQUATE SITE

One reason for the failure of many of our churches is that they are hidden from the view of those who pass by. A District Superintendent in his third year was taking a Church Extension representative to confer with a committee in one of his churches in a Texas city, and required thirty minutes to locate the property. Said he, "If they had tried to hide this building they couldn't have done better." How often have we heard

committees faced with expansion projects exclaim, "If only we didn't have to buy the two houses adjoining and move them!"

A church site should be well located for the present and prospective constituency, always on a corner, and if possible at a juncture of a main and improved secondary street. Parking facilities should be arranged off the thoroughfares, if possible. The parking lot should provide 28 square feet per automobile. Assuming that each car brings four people, the parking lot should contain the same number of square feet as the sanctuary. Entry and exit lanes will require additional space.

The surroundings should be quiet and peaceful—no street cars, trains, fire houses. Adjoining property should be attractive. Nearness to parks and public schools is advantageous. Observe a safe distance from fire spreading structures. Nearness of other churches, especially of the same denomination, should be considered. A good site has ample visibility and some elevation. Over-towering, nearby buildings are a hindrance.

The site should be large enough in size to permit future expansion and landscaping. Proper landscaping adds twenty-five per cent to the appearance value of a building. Some congregations are now purchasing acreage and planning for outdoor chapels and recreation in addition to parking.

Good natural drainage improves a site. A natural slope of one inch in 3 feet away from the building is a minimum. Drainage from adjoining property should be observed. Sandy or gravel soil gives better promise of a dry basement than clay or peat. Artificial sub-soil drainage can correct some defects.

Building code restrictions for the property should be known in advance of purchase, as well as all other conditions of the title. Title should be properly vested in the trustees of the church in accordance with the laws of the State and Church. For unincorporated churches the deed should be made to the Trustees by name as Trustees and include the trust clause required by the Discipline. Reversions and restrictions of all types should be avoided and only a fee-simple title secured. Title should be insured by a title insurance company or the written opinion of an attorney obtained to show good clear title.

Seldom do we find a perfect site for a church building, but we can be alert to observe the important matters of good title, proper location and size. It is harder to relocate than to locate well at the outset. Many of our churches are doomed to failure because they are improperly located. Many congregations are forced to relocate at some expense and much inconvenience. The trend in selecting sites for new congregations is to purchase a full block in a strategic location. Even so it is recommended that the parsonage be not located on the church site.

The second commandment for the Survey Committee is:

(2)

THOU SHALT CONDUCT A SURVEY OF
SERVICES TO BE OFFERED BY THE CHURCH

A comprehensive study of the present and future service program of the congregation must be made in order to determine the type of building needed.

A simple chart showing attendance at various church meetings for recent years will be helpful. A sample is here suggested:

	10 yrs. ago	5 yrs. ago	last yr.	estimate 5 yrs. from now
Average attendance morning worship				
Average attendance evening worship				
Average church school at- tendance:				
Nursery				
Kindergarten				
Primaries				
Juniors				
Intermediates				
Young People				
Young Adults				
Adult Class A				
Adult Class B				
Adult Class C				
Average attendance at church dinners				
Other activities				

It is apparent that certain services to the community will necessitate a certain type of building and equipment. The larger the vision of service the more is required in facilities.

The third commandment applies to the Committee on the Sanctuary and might be stated:

(3)

THOU SHALT PLAN WISELY IN THE
DESIGN OF THE SANCTUARY

Sanctuary is a better name for the main worship room of a congregation than "auditorium," but technically it means the chancel. Here we must build to create the atmosphere of worship. One correspondent with

the Board requested a loan with which to redecorate the sanctuary so "the girls can wear long veils and not look out of place at weddings."

Our congregations are often divided on the matter of chancel arrangement. One problem is the disposition of the choir and console of the organ. One preacher reported that his congregation snickered at a serious point in the sermon because a young lady in the choir was holding a conversation with her boy friend in the pews. This makes the choir a battleground rather than a harmony section. All rejoice in the loss of unsightly organ pipes.

No sanctuary should be designed with sloping floors, a balcony around all sides of the nave, curved pews, and sliding partitions for overflow crowds. The proportions of the width to length should be two to four or five, and all should have a center aisle.

We can rejoice that the science of ventilating, heating, lighting, and acoustics are so advanced that no church should be deficient in these matters. A rheostat light control will permit dimming of lights in the sanctuary as occasion may demand. An ample narthex or entry will aid ushers in the handling of tardy worshipers.

We should make provision for the seating of the necessary number for year-round services and not special occasions. The sanctuary is adequate in the normal congregation that will seat 35 to 45 per cent of the total resident membership. What a joy to worship God in the beauty of holiness in a well designed sanctuary! Let us build for this beauty.

The fourth commandment applies to the Committee on Educational Facilities. It is:

(4)

THOU SHALT PROVIDE ADEQUATE
EDUCATIONAL FACILITIES

Christian education is a process by which growing individuals are guided in the direction of the Christian goal of life. It is a continuous and dynamic process when carried on at its best. This process requires persons as pupils, persons as leaders or teachers, materials used in the process, and a setting in which to operate. The process breaks down if any one of these four essentials is lacking. We are concerned here with the setting in which the educational process goes forward. This setting is primarily the church building, though we recognize that Christian growth is a continuous process and that Sunday programs may be a very minor part, and Sunday activities at best may fail to stimulate growth when the intervening days militate against it.

What is required in the matter of a setting that best promotes the process of Christian education? Those concerned with the building must

constantly review the meaning of the educational process and changes of emphasis in methods of teaching if an adequate building is to be developed. This central fact is true because different methods require difference in equipment and building accommodations. Let us see then what certain methods of teaching presuppose in this regard.

1. We teach through planned worship experiences with age groups having a common interest level. The atmosphere and appointments of the room in which people worship is of primary importance. The Roman Catholic Church wisely makes use of the appeal to all the senses: music and chants for the ear, culminating in the bell at communion; colored windows, richly decorated altar, richly clad priests for the eye; and incense for the sense of smell. A finely appointed chapel demands a sense of reverence. On one occasion I took a group of fourteen boisterous eleven-year-old boys on a trip to see a Seminary campus. I had constantly to remind them to take it easy—until we entered the door of the lovely Colonial chapel. Then a still and quiet as of death descended upon the group. They stood for awhile in reverence and when we left one of them said, "Gee," and that seemed to express it for all.

For this reason many modern church plants provide for a small chapel; or several, if possible, in which the age groups can worship. This chapel will have many other uses such as weddings, baptismal services, and a place for personal worship in mid-week. Failing in this ideal, each age group should have a place of worship adequate in size, in which seatings can be arranged fronting one of the short sides of a rectangle. In other words the worship room should be rectangular in shape and chairs so arranged. This permits a major emphasis upon the worship center and makes it a focal point of attention. The worship center should be carefully planned to utilize Christian symbols in pleasing and harmonious arrangement. Training in worship may be carried on in the worship room but the worship center should be removed and the group led to understand this experience to be different from the act of worship. Certainly, in class room work or study groups, an opportunity for an act of worship may arise and will be utilized by an alert teacher.

2. We teach through fellowship, recreation and dramatics. This means that the church should provide for both in-door and out-door recreational activities. The fellowship hall is now standard equipment for all adequate buildings. This hall, often in the basement of the church, should have a stage for pageantry and dramatics, with dressing rooms readily accessible. Often two large classrooms may be used for this purpose. The space underneath the front of the stage is often used as storage space for demountable tables used in fellowship meals. (Ten square feet per person should be allowed for seatings at tables). An adequate and well-equipped kitchen may be placed at the opposite end of the social hall. A social hall need not be large enough for a regulation

basketball court in most communities since public buildings are available. If a regulation court is provided the room should be at least 16 feet high with unobstructed floor, and large enough in size to accommodate as large a group as may be reasonably expected to attend games or events. If a recreation room is provided it can be used for many group games, such as shuffleboard and darts. The room should be planned as a place for sound or silent motion picture showings to large groups and be so arranged with screen on the stage and projector at rear of room. Modern picture machines are so compact that a projection room is not required, but adequate and convenient electrical outlets are essential to avoid stringing the cords about the room.

Storage space should be provided for all equipment to be used in the recreation hall. Our experience is that many churches having such a hall do not take the time and effort to plan a full program to utilize the room.

3. We teach in study groups and adequate rooms and equipment are essential. In the younger groups 20 to 30 square feet per pupil should be allowed since the teaching process is more informal and much hand-work must be carried out. Work rooms for interest groups or classes should be off-corridor wherever possible. In this way late comers may enter the room without passing through another room and those leaving the group provoke less distraction.

If possible the walls of the classrooms should be non-weight-bearing so the sizes of the rooms may be adjusted as in a modern office building. All folding and movable partitions have many objectional features and are to be avoided. Partitions between rooms should be soundproof.

Study rooms should be furnished with table and chairs, or chairs with table arms, if pupils are to do more than listen to a story or a lecture. Each classroom should be equipped with electric outlets for visual aids, and have space for storing the workbooks and materials of each pupil.

There is a trend to larger groups and larger rooms for the older pupils in the church school, but even then table arm chairs should be provided.

Classrooms are not an extravagance in a church building, and each class or group has a right to ask for a room of their own—a room surrounded by walls of solid construction. Each pupil should have from 8 to 12 square feet in the class rooms having nine-year olds and above, and more for younger groups.

4. We teach through activity projects and space should be available.

Certain units of study call for manual arts, and some churches encourage hobby groups. When a fifth grade boy needs to make a camel with a jigsaw he should be able to go to the workshop. This shop is of first importance for vacation school craft and handiwork. It should contain simple tools, work benches, a place for painting; and remember

that sawdust or shavings are to be expected in a workshop. This room may be used for Cub or Boy Scout groups, and should have an outside entry.

In addition to the facilities for worship, recreation, study, and handiwork here mentioned, other rooms and equipment are found to be of value in promoting Christian education: superintendent and secretary's room; a worker's library; ample cloakrooms, generous sized corridors, dark room for developing films; a museum for displaying mission material, religious art, music and handicraft; a church parlor with friendly atmosphere, bookshelves, perhaps a fireplace and kitchenette, adjacent restroom and lavatories for all groups.

We have been talking about making provisions for the setting in which Christian education is promoted. It is clearly the duty of the church to provide this setting. In meeting this duty the local church educational committee should plan an inclusive program geared to the needs of the pupils and then list the facilities called for by this program. This data must be passed on to the architect before he can plan and design the building.

ADDITIONAL SUGGESTIONS FOR CHURCH SCHOOL FACILITIES

The Local Church Division of the Board of Education has developed the following proposals relating to floor space and equipment for the Church School (see the pamphlet "Your Church School Building"). The square footage or floor space needed for the various activities can be determined from these recommendations.

The Adult Division (ages 24-)

Location of Rooms

For young adults and adults:—any floor

For older people:—first floor, preferably near street

Floor Space

10 square feet per person

Classrooms

Different sizes according to needs of groups

Number of rooms determined by your needs

No platforms

Cabinet Space

In every classroom, built-in if possible

At least one cabinet for worship materials and record books of whole division

Display Space

Bulletin boards at back of classrooms

A movable blackboard in each room

The Youth Division (ages 12-23)

Location of Rooms

On any floor

Floor Space

Intermediates, 14 square feet per pupil

Seniors, 10 square feet per pupil

Rooms Needed

Intermediates (12, 13, and 14 years or grades 7, 8, and 9):

1. When attendance is 75 or under a worship-and-fellowship room for whole department with separate class-or-committee rooms for each ten to fifteen intermediates. These rooms may be used for Sunday morning and evening activities of this age.
2. When attendance is over 75 a meeting room for each of the three grades which would serve for worship and fellowship and classes or committees. Additional class-or-committee room for each 10 to 15 intermediates is desirable.

Senior (15, 16, and 17 years or grades 10 through high school):

1. A worship-and-fellowship room for entire department—capacity 100 or more. Class-or-committee rooms, each to accommodate 15 to 20. These rooms may be used for Sunday morning and evening activities of this age.

Older Youth (18-23)

Same requirements as for seniors

Provision for wraps (separate cloakrooms for each department if possible)

Storage and Equipment

Adequate space in each department for hymnals, records, pictures, work materials, worship files, drama costumes, visual and auditory aids, and worship-setting equipment

Bulletin board at the back of worship-and-fellowship rooms

Unbroken front wall to encourage different settings for worship, discussion, etc.

Movable blackboards or easels desirable
Small movable tables and comfortable separate chairs (equipped with rubber shoes) in class-or-committee rooms
Wiring and audio-visual material in each room if possible
Provision for refreshments for each age-group
Provision for use of the worship-and-fellowship room for recreation, business meetings, and as general "church headquarters" for that age youth
Piano (or other musical instrument) against side (not front) wall in each worship-and-fellowship room

The Children's Division (ages 0-11)

Location of Rooms

Nursery, kindergarten and primary children on first floor; juniors on first floor if possible
Convenient to out-of-doors

Floor Space

Nursery children, 25 to 35 square feet per child
Kindergarten, 20 to 30 square feet per child
Primary and Junior, 18 square feet per child

Rooms Needed

Nursery (2-3 years):

1. A room for every 10-15 children 2 years of age
2. A room for every 15 to 18 children 3 years of age
3. If children younger than 2 attend, one or more additional rooms

Kindergarten (4-5 years):

1. One room for whole department where attendance is 25 to 30 children
2. When attendance is over 30, two rooms needed—one for 4-year-olds and another for 5-year-olds

Primary (6, 7 and 8 years or grades 1, 2, and 3):

1. When attendance is 25 to 30, one room for whole department or three rooms, one larger than the others in which whole department may meet
2. When attendance is 30 and above, three rooms, one larger than the others in which whole department may meet, or one room for each grade

Junior (9, 10, and 11 years or grades 4, 5, and 6):

Same requirement as for primary

Cabinet Space

Provided in every room, either built-in or wall space for cabinets
Movable equipment helps make rooms serve several uses
Space for both children's and teachers' materials, those used by children within their reach.

Display Space

Bulletin board or thumbtack strip in each room for kindergarten children's eye level

Picture rail on one or more walls desirable. About 24 inches from floor for nursery children, higher in other rooms according to height of children

No blackboards in nursery or kindergarten. May be used in primary and junior. Movable ones preferred. If built-in, should be on side or back walls. Blackboards with tack strips at the side or top not recommended

Floors

Easy to clean, plain in color and design

No platforms

Provision for Wraps

Rods or racks placed low for children—about 2½ feet high for nursery, 3 feet for kindergarten, 3½ feet for primary, and 4 feet for junior. Rods with hangers accommodate more wraps in a given space. May be in nursery and kindergarten rooms. May be in hallways for older children. Separate cloakrooms for all departments if possible.

Over-all Suggestions

General

Architecture in keeping with the purpose of the building

Design influenced by (1) size, shape, and location of site; (2) accessibility; (3) surroundings

Floor plan influenced by (1) organization of church school; (2) present and future needs of community; (3) weekday use of the building; and (4) the people who are going to use it.

Plan following straight lines rather than curves

Good construction and materials as durable as cost will allow

Church school building within easy access of the sanctuary

State fire laws and local building codes observed

Floors in ground story not more than 3 feet below finished grade level

Convenient approach to outside entrances

Attractive grounds

Shape of rooms

Dimensions in ratio of 2:3 or 3:4

No posts or jutting walls

Floors

Hardwood, linoleum, or appropriate tile

Soundproof (cork tile and cork flooring help)

Concrete, if used, treated to avoid dampness, noise, and dust

Walls and Ceiling

Soundproof with provision for good acoustics

Unbroken wall space at front of rooms

Plain in color, no stencils or fads in design; colors chosen so as to make the most of natural lighting and give atmosphere of dignity and warmth

Entrances

At rear of rooms

Wood doors preferred

Windows

Outside treatment harmonizing with over-all architectural design

Natural light in all rooms. Too much ground or frosted glass does not give enough light.

Clear glass recommended. Where windows open onto undesirable sights, some changes may be made. There should still be enough natural light even when glass is slightly tinted. Medallion symbols may be added in rooms used by youth and adults.

Unobstructed glass area equal to 18% to 25% of floor space

Windows at side or rear of room

Windows suited to height of pupils. Children should be able to see out.

Ventilation without drafts

Electrical Wiring and Lighting

Switches in convenient places

Electrical outlets in baseboards in all rooms

Light fixtures sufficient in size and number and of proper design for adequate lighting

Fireproof wiring

Indirect lighting desirable—light not shining directly into eyes

Heating

- Ample heating facilities for comfort and for health
- Radiators or heaters placed not to interfere with teaching
- Radiators or heaters for children's rooms recessed or supplied with guards
- Provision for heating parts of church for weekday activities and workers' meetings

Color Schemes

- Carefully planned for light and aesthetic and devotional values
- Walls, ceilings and woodwork to harmonize
- Ceilings lighter than walls
- No stenciling on walls, no fads in design

Halls and Stairs

- Convenient
- No long, unbroken flights of stairs or diagonal steps
- Good lighting for halls and steps
- At least one railing on each stair
- No narrow stairways

Toilets, Lavatories, and Drinking Fountains

Provision for both sexes on each floor, if possible, or by all means where children and aged won't have to climb stairs. Directions as to how to find, if in out-of-way places. Labels clear. Doors not within sight of each other. Silent type commodes recommended

Enough for enrollment of church school

Well ventilated and lighted

Separate facilities for younger children near their rooms

Small fixtures and low fountains desirable

"Stay-on" faucets for fixtures used by children

Built-in shelves or space for table near lavatory for arranging flowers, etc.

Drinking fountains recessed in walls for safety of hallways

Provision for Hats and Coats

A cloakroom for each department or rods with hangers in hallways; shelf above rod or hooks for hats

Height of hooks or racks suited to size of pupils

Fellowship Room and Kitchen

Fellowship room planned for use by adults, and by such age-groups as do not have their own worship-and-fellowship rooms for folk games, dramas, banquets, use of visual and auditory materials, and the like

No posts or pillars

Walls and ceiling designed for good acoustics

Permanent stage with dressing rooms desirable. Storage space for equipment (possible under stage)

Kitchen with necessary equipment next to fellowship room

Administrative Offices and Supply Rooms

Office space for church school superintendent and secretary with provision for permanent records

Office for director of Christian education

Space for church school literature and supplies

Space for janitor's supplies

Libraries

At least one room large enough for reading and study desirable (with tables, chairs, etc.)

Bookcases built-in or wall space provided for them

Provision, if desired, for picture library, exhibit space, World Friendship museum, etc.

Drawers or shelves for filing pictures, maps, and other materials

Front wall space unbroken

Audio-Visual Education

If possible, at least one room in each department for audio-visual aids. Possibly a large assembly room (or the fellowship room suggested above) for use by adults and others

Portable screens

Windows for all church schoolrooms the same, so that darkening shades can be used where needed (for full information on equipment write to Department of Audio-Visual Education, P.O. Box 871, Nashville, Tennessee)

Work Rooms

Space equipped with simple tools and non-dangerous work materials, accessible to youth and adults on weekdays

Provision for separate heating if possible

Provision for storage

Choirs

Space for rehearsals (accessible to various ages on weekdays) with well-tuned instrument. (The worship-and-fellowship room suggested for each age of youth may be used)

Choir robes for choir of each age

Place for choirs to gather on Sunday mornings so as not to disturb church school work of any age

Chapels and Worship Guidance

Small chapel for use as needed by youth and adults desirable. (Should not be used as assembly room for an age-group department, but be accessible at all times for worship and worship only.) If entrance open on weekdays, sign can invite for individual prayer and meditation Instrument (small pipe organ or reed organ) desirable

No built-in worship settings recommended for children's or youth age-group rooms; but tables, draperies, pictures, and other aids that can be used flexibly.

The next commandment applies to the work of the Committee on Architecture and Construction.

(5)

THOU SHALT SECURE THE SERVICES OF A COMPETENT ARCHITECT

Methodism has been negligent in not including courses in Architecture in its Seminaries. How short-sighted! There is a wealth of spiritual nourishment in architecture for preachers, since its history is so clearly related to the Church. Most of us Methodist ministers are uneducated authorities in this field. It is a mistaken economy for the minister to serve as an architect in the design of a church building. Some of us think a Methodist church doesn't need an architect and can't afford one. On our applications for aid, there is a question, "Have you a building designed by a competent architect?" One answer was: "We have no architecture —this is a Methodist church."

When the various study committees have arrived at a clear decision about the program of the church and the number of persons to be served the next logical step is to consult an architect.

Why should a church expend the funds to hire an architect? What services can be expected from the architect? The Church Architectural Guild of America has defined the architect in terms of his services.

THE ARCHITECT

1. The Architect is a Counsellor. He learns your ideas—often helps select the site. The more often this is done the less buildings will be placed on ill-fitting sites. He discusses your activities to determine your needs, and, with the Program Committee, develops a Program of needs.

2. The Architect is a Planner. He takes the Program of needs and turns them into workable, practical schemes. He determines the best plan for the particular site, always having in mind the budget to make

sure of the finest results at minimum costs. He chooses the best construction and materials within your price range.

3. The Architect is a Designer. He places your plans and needs into the third dimension. He must do this in such a way that it presents a harmonious composition; that it is pleasing to the eye not only in mass, but in detail, color and aesthetic appreciation so that when the building is approached it is instinctively known that it is a Church and one gets an inspiring uplift. The Architect presents these ideas by means of drawings and models so the finished building and its various parts can be visualized.

4. The Architect is a Co-ordinator. He brings all the various parts of the building together, such as electrical work, plumbing work, heating work, air-conditioning, decoration and furnishings so that all take their place and function as a part of the whole.

5. The Architect is a Business Administrator. He advises on contractors and contracts and obtains estimates, draws the contracts for the construction and other parts of the work, manages and supervises the construction and financial details.

Yes, each church building project should be guided by a competent architect.

How may a church group select an architect? The Architectural Guild offers the following suggestions:

1. Ask whether he is a member of The American Institute of Architects because it is the national organization of the architectural profession and those who are members must achieve certain standards to become members. As a further yardstick choose a member of The Church Architectural Guild of America. This Guild is composed of Architects who are experienced in the design and construction of Churches and Church School Buildings.

2. Choose your Architect as you would a lawyer or a doctor. Training and ability are important. Worth considering, too, is personality. Remember you are going to spend a great deal of your time with him. He is going to be closely associated with you in the development of your ideas and the spending of thousands of dollars of money. What you can get for these, not only as to planning, good construction, low maintenance costs, and esthetic appeal, will depend on the judgment and ability of the man you select.

3. We should look for good, sound, practical planning and not just pretty pictures.

4. We should beware of an Architect if his fees are less than his competitor. Minimum fees are prescribed by The American Institute of Architecture so that usually the best Architect can be had at no greater cost than the poorest. A laborer is worthy of his hire.

5. Find out about him from his past clients, what they think of him and his work. They can give you some idea as to how he conducts his business.

6. The Architect should be given the opportunity to express his own ideas. He can only function as far as you will permit him. He is a man trained in planning and design. Give him a chance to show what his ideas are. A well conceived plan will almost invariably produce a good exterior.

7. Inquire whether the Architect being considered is a Churchman because as a Churchman he knows for what the Church stands, and should be familiar with the actual seven-day-a-week work of the church.

8. Select him by one of the two following methods. (A) is by far the best method:

(A) By direct selection. It is quite proper for the Building Committee to interview several Architects, review their past work and experience, and to learn how they would approach the building program in hand. However, do not ask an Architect to prepare free sketches, or other drawings, as no Architect in good professional standing will prepare drawings free of cost, or if paid as long as any other Architect is being considered.

(B) By competition. This method includes appointing an impartial jury of highly competent persons, and paying the several Architects selected for the competition a stated sum for their designs. If such is desired, reputable Architects will enter such a competition only when it is conducted in accordance with A. I. A. principles on rules.

When the Architect is selected the church will enter into a contract with him. Most architects will insist upon a contract and the church will do well to ask for this definite agreement.

Printed contract forms may be obtained from The American Institute of Architects, The Octagon, 1741 New York Ave. N.W., Washington, D. C., and are generally used by Architects who are members of The Institute. The services of the Architect and the stages of payment vary to suit the particular situation. The following form is often used.

Part I: Preliminary Drawings and Outline Specifications: Rough plans and exterior designs of one or more suggested solutions of the problem: these to be revised, or modified, until a reasonable solution is developed. Then a final set of preliminary plans, elevations, sections, drawn to scale, and an outline Specification, all sufficient to determine an approximate estimate of cost are made.

For this work the Architect is paid 1/5 of the fee. Specially pre-

pared publicity drawings may be provided for the financial campaign. An additional charge will be made for this material.

Part II: Construction or Working Drawings and Specifications. Upon completion and approval of Part I final and complete construction drawings of plans, exterior elevations and detailed drawings are made showing construction and materials. Drawings are also made of electrical, plumbing, heating and air-conditioning equipment—if used. Detailed specifications are written describing the kind, quality and methods of building in each of the multitudinous materials that are a part of the structure.

It is from these plans and specifications that Contractors determine costs and make their bids, and the selected Contractor is bound by his contract to build the structure in accordance with them. For this work the Architect is paid $\frac{3}{5}$ of the fee. A total of $\frac{4}{5}$ of the fee is due at this stage of the Architect's work.

Part III: Supervision and Additional Information.

During construction the Architect, or his representative, inspects the work at periodic intervals to see that the Contractor correctly interprets the drawings and specifications, and to require that errors—if any—in construction be corrected.

The Contractor is also furnished with supplemental information to execute properly the working drawings and specifications.

The Architect also issues instructions by letter and provides other data necessary to guide the Contractor.

The Architects checks the Contractor's bills and authorizes their payment. When the project is finished and the work approved by the Architect, his normal services are completed. For this work, the Architect is paid the remaining one-fifth ($\frac{1}{5}$) of the fee. A list of Architects is available from the Church Extension offices. Often a selection may be made from the list.

FURNISHINGS

Everything visible and permanently a part of the building should be designed, either by the Architect or under his direction, and installed under his supervision. This specifically applies to all furnishings such as, pews, pulpit, lectern, choir stalls, altar rails, stained glass (if any), lighting fixtures, and work in connection with the organ. The selection of draperies, floor coverings, and setting of color schemes, are also the duties of the Architect. He begins to think and plan these items from the beginning: they are perfected as the plans progress. A major part of this work is done by the Architect after construction has begun. The fine

qualities of the project depend, to a great extent, on the skill shown in the designing and execution of this work.

Due to the added detail necessary to carry this part of the work to a successful conclusion, a separate fee is charged.

What should a church expect to pay for architectural service?

The Architect renders varied and most valuable services to his client, not only in the form of plans and specifications but also in other written and spoken instructions. Since the Architect's compensation comes only from the Church, it is to the Church's advantage that the fees be such as will enable the Architect to give the very best of his professional abilities, skill and experience.

The American Institute of Architects suggests a fair fee for Architects. The fee is usually charged as a percentage of the total cost of the building including all permanently installed equipment. It is also important to remember in considering the fee that some types of buildings, Churches in particular, require of the Architect more time and more details than other less complicated structures. This being the case, Architects merit higher fees for this type of work, usually varying from 7% and upwards of the cost of the building.

In the case of alterations and additions to existing structures, the design and construction already in place impose rigid handicaps to the Architect and further test his ingenuity and creative ability to produce a beautiful Church. For these reasons a higher percentage is charged for remodeling of existing structures than for new buildings.

In some cases as mutually agreed upon between the Church and the Architect, the fee may be a certain fixed sum computed on actual costs and overhead plus a fee commensurate with the particular study and skill required.

It is strongly recommended that all churches make provision for adequate architectural service.

In some areas the building code requires plans by a registered architect before a building permit can be issued. It is possible to build without architectural plans in some localities. A church should always have an engineer check foundation plans and roof trusses if an architect is not retained. The law clearly prohibits the transfer and re-use of church plans without the consent of the architect. When a church purchases a set of plans it is for the explicit purpose of constructing the building and not for resale or re-use.

This means that plans purchased by the church are still the property of the architect.

To insure success in design and soundness in construction all churches should retain the services of a competent architect. Most architects can

design a good church building if they have a full schedule of needs from the building committee and will take enough time in the design. Architects tell us building committees want the work done at the snap of a finger and will not pay for professional services. In general they find churches difficult to deal with and poor pay. We can correct this by approaching the architects on a businesslike basis.

The major problem is that of finding an architect who will take a contract for service with a promise of finishing the work in a reasonable period of time. We should allow six to nine months for the production of plans of any consequence since most architects now have enough work for the next two years.

Both the Louisville and Philadelphia Church Extension offices have architects available for counsel. These men, Mr. A. Hensel Fink of the Philadelphia office, and Mr. Harvey M. King of the Louisville office, are authorities in the field of ecclesiastical architecture. They can best serve the churches by reviewing preliminary plans for church buildings. There is no charge for these services. A limited number of field visits are made by the architects. The best insurance of a churchly atmosphere in design is to secure the services of a competent church architect.

The work of the Finance Committee is involved in the sixth commandment which may be stated:

(6)

THOU SHALT DEVELOP A SOUND
FINANCIAL PROGRAM

The best time to raise funds for building projects is before and during construction. The key to success is the realization that any major project involves the use of capital funds and cannot be safely accomplished on nominal contributions from the membership. In the average case, over 90 per cent of the funds must be raised within the congregation. Members who have built homes realize that capital funds are involved, and just as the average family builds one home in a lifetime, so the average member of our churches participates in but one major building campaign in a lifetime.

How much money should be raised? The law of the Church specifies 50 per cent in cash or tangible assets, and we interpret this to mean that amount in cash, or good short-term pledges, before construction is begun. The additional amount necessary to complete the building should be arranged for.

Money is a necessity for life, whether of individuals or Kingdom projects. There is a Christian concept of wealth. We dedicate our church offerings with the words: "All things come of Thee, O Lord, and of

Thine own have we given Thee." We subscribe to the idea of the Psalmist: "The earth is the Lord's and the fullness thereof; the world and they that dwell therein."

We do not always and everywhere practice what we preach in this regard. There is a gulf between ideal and practice. To recognize this cleavage is something, and to work toward its healing is a definite obligation. The need for a keener sense of stewardship among Methodists is an urgent necessity.

Our work languishes and the Kingdom tarries long for a lack of adequate financial underwriting. Some urgent tasks are left undone because the question is raised: "Where's the money coming from?" Sometimes the questioner could answer his own question by a generous pledge. The Kingdom is both a gift and an obligation. It is God's will to give us the Kingdom, and He does by providing the conditions under which Kingdom seeds sown by man come to full growth. But man is to sow as well as reap the crop. We have an obligation to work earnestly for the Kingdom. We must prepare the soil and plant the seed.

We are to prepare men's hearts for the practice of the fine art of giving. Is our personal wealth acquired in a manner that conscience could approve? The services we render in securing money should promote human well being. Are we possessed of Christ's attitude toward our possessions? What we have is ours to be used in trust for the work of healing and redeeming. Do we manage our money well? Because of the power of the dollar, we should spend each wisely and see that the minimum amount of this power is drained off in unprofitable and antisocial channels. Wastage in dollar power is actually wastage of manpower—for our energies are poured out to produce the money we have. Do we give sacrificially to the causes of the Kingdom? The Tithe? Yes, it is our obligation. It is estimated that in the average Methodist congregation, a tithe of *one month's income* would pay the total budget. That is not sacrificial giving, we all admit. If men's hearts are prepared and possessions consecrated, it will not be necessary to beg money for the work of the Lord. We have only to announce the need.

We are to promote the Kingdom by preparing the soil for the various causes which need financial support. We must be as wise as the psychology of selling will permit. Here is a need and a worthy cause, but it must be brought to the attention of a giver if support is to be secured.

It is easier to secure support, for instance, for the operation of an orphanage than the payment of a church debt of long standing. The former makes a stronger tug at the heartstrings. It is known that some of our churches give more in a single free-will offering for our orphanages than for World Service and Conference benevolences annually.

A worthy cause to be well presented must have some strong advocate

in the church. Some individual or group must believe devotedly in this work. When a cause captures a heart it has a person to champion the cause. For each worthy cause let some heart be set aflame and the entire congregation may be warmed to support.

The first objective in winning and convincing the membership is to secure the approval and support of the official Board of the church. Then a program must be prepared for informing the entire membership. This may take many forms, but will always involve certain characteristics. The project in mind must be worthy and make a definite contribution to the Kingdom. It is easier to secure support for that which promotes well-being than illth. The first objective in selling the membership is to show that this cause is in response to Christ's command and in answer to human need. Human need provokes human response in personal giving.

DETERMINING THE GOAL

Any major building project must have a financial goal that will stimulate and challenge the congregation. It is well to set a goal that will be considered impossible by some, for others will doubtless think the same goal unworthy. This goal can then be related to the existing financial structure of the church. In major church building enterprises, we find that a congregation should be able to raise in cash and one hundred-week pledges an amount equal to three to five times the annual budget of the church. In general terms, this means we will seek pledges from three to five times larger than contributions to the regular budget. We seek one-half in cash within thirty days and the balance weekly over the one hundred week period.

The one hundred week pledge period will almost always cover three income tax years. A pledge for one hundred weeks is much easier to count since it is in even figures.

Our experience shows that most churches can conduct several such "hundred week" financial crusades and that is more efficient than long term pledges.

The most obvious problem in raising funds for a major building program is that sufficient funds for the capital addition cannot be readily raised through contributions from the current earnings of the people.

Our people are accustomed to thinking of the purchase of a home as involving a down payment which must come from family savings or capital. Just so, the church building involves capital and the one-half requested in cash should come from savings or capital.

One other obvious problem arises from the timing of payments of pledges and the completion of the building, when final settlement must

be made with the contractor. Hence, some pledges will be used toward construction costs and others toward the meeting of debt installments.

PUBLICITY

If possible, the essential characteristic of the project should be pictured in attractive form. Our people respond by the heart and emotions, as these are aroused through the senses. When we present pictures and say "look," the mind assents and the emotions are aroused. One of our problems in World Service Cultivation is that of portraying the thrilling work of the various Boards and agencies. Too often World Service is an "asking" rather than a cry of need. It must be understood as Methodism's answer to the world's need. We may picture the nature of a particular building project by letters, leaflets, pamphlets, slides, sermons, movies, posters, and church bulletins. This material should find its way into the hands and hearts of our prospective donors.

A part of the publicity should seek to get the project upon the prayer list of the people. The Woman's Division of the church prepared a prayer guide giving a picture and story of the work of certain missionaries. Our people should be led to pray for more and more specific Kingdom enterprises. Support by prayer leads to support by means. We need more missionaries so: "*Pray ye the Lord of the harvest*" and *give* to support those He sends as laborers. Praying and giving are yoke-fellows.

SOLICITATION

When a project is fully publicized, the people must be given a chance to make a response to the need. Personal contact is best. Those who believe in, pray for, and give sacrificially to the project must be set apart to interview the people. These callers must be seen personally and committed to the task individual by individual. Note the three primary qualifications for the solicitors: those who believe, pray and give. These individuals must then be trained in the technique of calling and securing a favorable decision. Sample conversations with prospects should be rehearsed. The positive approach is best. Let the solicitor ask questions which can be answered affirmatively. "We see the need of this new building, do we not? We have seen the way our church works to meet human need through this pamphlet (here opens and illustrates with pamphlet)? We agree our church should support this work, do we not? All of us wish to have a share! Your family is now given the opportunity to pledge its support. You have doubtless talked about your share."

Questions will be answered: "What is our share?" "Only you can determine that; but it is figured that our goal can be met if each member

gives an amount equal to three, four, or five times (as the case may be) his annual payments to the budget; some will doubtless pledge more. One-half is asked in cash from savings." The pledge card should be presented and read to the prospect. Questions may be anticipated in the explanation of the pledge.

It is recommended that the church set a certain date as pledge Sunday. The solicitor should ask the family to sign a written pledge to be present at morning service on "loyalty Sunday" and to bring the pledge card. On "loyalty Sunday" all members will be invited to bring the pledge card to the altar for a period of consecration. Pledges thus placed upon the altar are more significant than those received under other conditions.

The solicitor's work should be reported on schedule and follow-ups handled promptly. At intervals, the progress of the campaign should be reported to the congregation and provision made for a victory celebration at the close of the period. Like sermons, our financial campaigns must have a definite stopping point and should not be overly long.

When our cultivation and seed sowing is well done in promoting support of Kingdom projects, we can leave the results to the Lord of the Harvest. We will not understand the divine causes of the secret growth of seed thus planted but we can confidently expect a harvest. The yield will depend upon our diligence in planting and sowing and our joy in the harvest will be in proportion to our effective cooperation with God in His work.

HOW MUCH MAY BE SAFELY BORROWED TO FINANCE A BUILDING PROGRAM?

We offer certain suggestions with reference to the amount of indebtedness a congregation should assume. It should be recalled that debts must be paid or an embarrassing situation arises. We do not wish to witness another era of debilitating "debt-weariness" in our Church.

With this in mind, the Church Extension Secretaries of several Protestant denominations have been at work on the principles underlying a successful church loan. We recognize that such a general statement has limitations, but the congregation planning to build would do well to study these principles.

1. It should be clearly evident on the basis of an adequate survey of the field to be served that the congregation will have good prospects for future growth to at least self-supporting membership.
2. The building should be constructed on an ample site properly located for the present and future constituency.
3. The building should be well planned in general layout with facil-

ties to meet the needs of the anticipated congregation. It should be pleasing architecturally and structurally sound.

4. At least one-half of the funds for the completed building project should be on hand in cash or in collectible pledges for projects up to \$35,000. For projects over \$35,000, the proportionate amount of cash on hand should be increased—to as much as 60% for projects up to \$100,000.

Fifty per cent should be on hand in cash, if the project is a residence for the pastor, provided the remaining indebtedness can be financed at an average interest rate of 4 to 6 per cent.

A contract for the finished construction job should be available in order that the exact amount of obligation may be computed.

5. The total indebtedness should not exceed \$100 to \$150 per family of local resident membership.

6. All conditions for a valid mortgage imposed by Church and State should be fully met, with the Trustees properly qualified and fully authorized to mortgage the property.

7. A workable program for liquidation of all indebtedness should be evidenced on the basis of payment within the shortest period possible—five years is ideal, ten years is average, but not to exceed fifteen years under any circumstances. The maximum term for a Division loan is ten years.

8. There should be an adequate paid-up insurance program. (Fire and windstorm or extended coverage.)

9. Interest rate should not be over 6 per cent and less if possible. Graduated or increased scales of interest payments are not approved. The interest rate of the Division remains fixed at 4 per cent, except that less is charged on a few revolving fund loans. The interest rate charged by commercial lending agencies is subject to change with market and economic conditions. Rates may be slightly different with different agencies.

10. Annual debt service charges (payments on account of principal and interest) should not exceed 25 per cent of the annual budget of the congregation raised for all purposes of its congregational life. The church should be permitted to prepay on account of principal on any interest or principal payment date. In general, insurance programs and the sale of bonds are not to be encouraged, and preference should be for first mortgage indebtedness.

Some church building committees will think this statement is too rigid in its definition of a successful church loan and that the old law needs tempering with the New Testament spirit of tolerance. The old law has stood the test of time and we urge our church builders to measure their plans by the principles here enumerated.

SUGGESTIONS ON PROCEDURES IN APPLYING FOR A CHURCH LOAN

The Division Church Extension offices supply a form which is used by all churches applying for a loan. Commercial lending agencies make loans upon certain terms and conditions. The loan funds of the Division have never been adequate to supply all the loan needs of the Church. Therefore, the Division seeks to open commercial channels for local church loans. Many churches having a good case fail to secure a loan because they do not present their case well. The following suggestions are offered to churches seeking loans:

1. Mature all plans for the project. Have adequate architectural plans. Complete the financial drive before contacting the loan company.
2. Measure your loan needs by the standards for a sound church loan outlined above.
3. Secure a letter of endorsement from the Church Extension office.
4. Have all the following facts accurately set forth in an attractive brochure:

Present value of church property\$.....
Estimated cost of new buildings\$.....
Estimated cost of furnishings\$.....
Total value with new building\$.....

Toward the cost of the project the church has:

Cash\$.....
Pledges payable within 100 weeks\$.....
Pledges payable during construction\$.....

Facts in connection with church:

Total membership_____ ; total constituency_____ ; average attendance at morning service last year_____ ; average attendance at church school last year_____ ; total families in membership_____ ; list of positions or jobs held by church members; estimated average salary of job holders \$_____ ; total budget for all purposes last year \$_____ ; total budget for current expenses last year \$_____ ; amount paid for pastoral support \$_____ .

A loan of \$_____ will enable the church to construct and furnish the proposed building. The church could repay this loan within ten years and consume no more than ____% of its present annual income for such debt payment each year.

If these facts are presented an insurance company mortgage loan department can quickly tell whether the loan is within the realm of possibility. The company will usually send out a representative to make an investigation and supply an application form.

Most companies will require a regular contract with a completion bond to insure that the work will be completed. This is most important as the company will wish to have definite assurance that the building can be completed and all obligations met with the release of their loan. To this end they often encourage a local construction loan on a short term basis to be repaid with the loan.

Insurance companies always wish to have a first mortgage on the property held by the church.

The Church Extension offices are always willing to subordinate any donation liens resting against the property. Certain information should be supplied when applying for this subordination, including the amount of the bond, book and page where recorded, the amount of the loan and the name of the loan company.

The church will be required to show that they have title to the property and an abstract or title insurance policy is usually required. Some companies require the limited personal liability of the Trustees or officials. We recommend that churches borrow from loan companies that do not enforce this requirement. The Discipline prohibits Methodist lending agencies from enforcing this type of requirement.

A church should fully understand the repayment terms of the loan and secure consent to prepay without penalty.

Prompt and businesslike attention to correspondence with lending agencies will yield good returns. The church Official Board or Trustees should review all correspondence.

PAYMENT OF DEBTS

The church officials should make plans well in advance to meet all installments of principal and interest on the debt. Some congregations find that a unified budget for all obligations, including the debt program, works well and prevents frequent special drives for funds. Members soon tire of special appeals.

If the church gets behind on debt payments it is well to ask the mortgage holder for an extension of time to put the account on a current basis. Debts kept up to date are more satisfactory to the church and the lender. Let us protect the credit rating of Methodism by prompt and businesslike handling of debts.

It is obviously unfair for a church to request a principal discount on a debt. In periods of economic distress mortgage holders have discounted church debts, but the practice handicaps future financing ventures.

When a church debt is discharged the release of the mortgage on the public records should be attended to promptly. We have evidence that

this is not done since requests for releases come in to the offices many years after the original release is mailed out.

BOND ISSUANCE PLANS

Many churches have issued bonds to finance building programs. Various types of bond programs have been tried, some of which are successful and others disappointing.

The first step in any financial program is to determine the amount a church may reasonably expect to repay in a ten-year period without hindrance to the on-going current budget. The standard for a safe church loan, enumerated above, should be studied. The best single guide is that a church should not be obligated to pay on principal and interest of debt service an amount in excess of one-fourth of its current annual budget.

Any bond program should be sound enough to attract investors. It is natural to expect that many members and friends of the church will invest capital in the bonds. *No church should assume that the bonds will eventually be donated to the church.*

Expert guidance should be secured in setting up the entire program to insure that all aspects conform to State and Federal regulations.

Such Bonds are usually in denominations of \$100, \$250, \$500, \$1,000, and \$5,000 with coupons attached. The interest rate will be determined by the estimated market. Most such bonds bear interest at 5%, 5½%, or 6% per year, payable semi-annually.

The primary security is a first mortgage on the real estate owned by the church. A second element of security is an official agreement by the church to deposit weekly the proportionate amount required to pay the several installments of principal and interest.

The bonds will provide for a trustee for the holders in the event of a mortgage, in order that a mortgage release may be available when all the indebtedness is discharged.

The Bond Agreement should designate a bank or trust company as depository and paying agent. This means that bonds will be paid, as they mature, by the bank. All interest due will be paid by the bank. No bond holder should be forced to apply to a church treasurer for payment.

In some cases the bonds are not secured by a mortgage on the church property, but this mortgage does provide additional security.

The details of printing and issuing bonds should be well worked out. In most cases the church will wish to incorporate before developing this plan. The church should not deliver a bond until the cash is in hand. An estimate of the amount that might be sold can be determined by a preliminary canvass of the members and friends of the church.

The church should be careful always to deposit the funds necessary to meet the interest and maturing bonds.

The usual method of issuing bonds for church building programs is to secure the services of an investment company. The fee paid for such services is usually not large.

There are so many problems connected with various bond issuance plans that the preference seems to be for a straight mortgage loan from some finance company. In this case the obligation of the church is with one party and not a large number of persons.

The seventh commandment relates to the standing Committee on Architecture and Construction.

(7)

THOU SHALT ARRANGE FOR A
COMPETENT BUILDER

The normal course for a building program is to secure competitive bids from responsible contractors or builders. These bids are usually made through the architects' office on definite plans and specifications by a number of builders, often five to seven.

The church may then select the bid it prefers and enter into a contract with the builder. A form of contract for the protection of both parties is in general use and recognized by members of Associated General Contractors and other contracting firms. This contract is the basic agreement between the church and the builder and should be thoroughly understood by both.

The usual form of contract provides for a progress of work payment to be made at intervals when signed by the architect. The final payment is due when the completed work is accepted by the church.

The Church Committee should make a thorough inspection of the work before final acceptance.

It goes without saying that the church should so plan its financial program as to meet all statements of account promptly.

We recommend that the church secure a completion bond on each building project. This bond insures that the church will secure the building specified in the plans. The cost is not a large factor. In not a few cases the insurance company has made provision for the completion of the work when the builder fails to complete his contract. This method of building with a definite bid and a completion bond is by far the most satisfactory.

But many churches are constructed on some other plans. Some builders will take work on a cost-plus basis and give the church the benefit

of all purchase discounts and permit the members to contribute all possible free labor. In a period of rising costs this plan has disadvantages. The cost may run much more than the estimate. The congregation will then be forced to raise additional funds.

In not a few instances the members of a church have constructed the church building in spare time. In such a plan there is danger that the structure will not be soundly built. The builders should have a plan that is approved by an engineer or an architect. Changes should be made only after approval of the designer.

We have known of cases where buildings thus constructed were condemned as unsafe by public authorities. Great care should be exercised to see that the foundation is properly laid and the trusses of sufficient strength to carry the roof load. Care should also be taken to use only approved materials. Some churches built of sub-standard concrete blocks have been entirely unsatisfactory.

Plumbing and wiring are controlled by building codes that usually insure the highest quality of workmanship. There is a high cost of cheap materials!

The church builder should be carefully selected and work directly under the supervision of some church committee. Changes in construction orders should be made only on the authority of the proper committee.

The church building is eventually completed and turned over to the congregation.

The first service in the new building will be a day of rejoicing and thanksgiving. The disciplinary order for the opening service should be used.

Under Methodist policy a church building may not be formally dedicated until all of the indebtedness is discharged. When a church is free of debt the disciplinary service of dedication can be entered into with genuine feeling.

Our experience in the Church Extension offices reveals that churches contemplating a building project should carefully observe all the requirements of the Discipline.

Careful study of the needs of the church program of service must be made. Special attention should be given to the selection of an adequate site and the planning of the sanctuary and educational facilities. A qualified architect should be retained. A sound financial program must be developed. A competent builder should be engaged to construct the building.

Building the House of God should be a highly meaningful spiritual experience for the congregation and must be carried out in a business-like manner.

Chapter THREE

METHODIST POLITY CONCERNING THE CARE AND UPKEEP OF CHURCH PROPERTY

Each Methodist Society has a sacred trust to build well the House of God which is the church home of the congregation.

QUARTERLY CONFERENCE

The Quarterly Conference of each Charge has general oversight and supervision of all property. It may elect each year a committee on church property (paragraph 149-6) unless otherwise provided for by the election of Trustees. It elects a parsonage committee to assist the Trustees in providing a comfortable residence for the pastor. The Quarterly Conference is responsible for the prompt discharge of financial obligations for the building, repair, and the general physical condition of the church houses and parsonages of the Charge (paragraph 151-1 Discipline). It shall accept or reject any conveyance, gift, donation, legacy, bequest, or device, for the benefit of any church under its jurisdiction, or for the whole Charge. It may appoint a committee on wills and legacies.

The Quarterly Conference may, at its option, organize the local church on the basis of the simplified form described in paragraph 152 of the Discipline.

It is the duty of the Quarterly Conference to see that title to all real property acquired is properly vested in the Trustees or corporation, as the case may be. If to Trustees, the deed should set out the names of the duly elected and acting Trustees as Trustees, reciting that such Trustees are holding the title in trust for the local Methodist Church. The trust clause for churches and parsonages should be incorporated in the deed. (Paragraph 248 for churches; paragraph 249 for parsonages). Copies of a blank form of general warranty deed containing the trust clause may be secured from the Church Extension offices of the Division.

No church should accept a legal instrument without the approval of an attorney. If the attorney is not acquainted with Methodist procedure, the trustees should see that he reads the sections of the Discipline involved.

TRUST CLAUSE

This requirement of a trust clause shall not apply to those grants from governmental agencies which require that the property shall revert to the grantor if and when the use of the same as a place of divine worship has been terminated.

Title to real property of an incorporated church shall be made in the exact corporate name of the church.

This provision of a trust clause is not intended to abridge or curtail the authority of the local Trustees in conveying or encumbering property when the regular order of procedure is observed. The Discipline specifically points out that property so held may be disposed of in conformity with the provisions of the Discipline. (Paragraph 248).

The courts in some States have so construed the meaning of the Trust Clause and copies of the decisions are available through the Church Extension offices of the Division of Home Missions and Church Extension. Title suits are pending in at least one State in which the Court has ruled that the Trust Clause in the deed restricts the authority of the Trustees.

If the deed to Methodist property is found not to contain a trust clause the defect may be cured through the execution by the Trustees of a declaration of trust. A form for this purpose is available through the Church Extension offices of the Division of Home Missions and Church Extension. The form recites that the Trustees have held and do now hold the property (insert the exact legal description of the property involved) in trust. (The form of the trust clause applicable should be copied from the Discipline). The form should be signed by the Trustees. (If the Charge is incorporated it should be signed by the President and Secretary). The signatures should be acknowledged and the instrument recorded in the place provided for the recording of deeds.

AVOIDING REVERSIONS

The Quarterly Conference should never accept property for church use where the donors wish to retain a reversionary interest of any sort, or to limit the absolute right of the Trustees to convey or encumber the property. It is recommended that title to Methodist property be secured in absolute fee simple.

In the development of modern subdivisions the original owners usually reserve for a limited period of time the right to restrict the type of improvements erected upon the property.

The church should determine before purchasing property that it is

not restricted against the use for which it is intended. In some areas churches may be constructed on property zoned for single family residences, while in others churches may be built only on property zoned commercial. It is often possible to secure permission to build in a restricted area by appeal to the zoning board or the property owners of the area.

It is a good practice for the Quarterly Conference to secure an approved abstract of title or title policy on property to be purchased. In all events the property should have no unreleased liens against it unless the consideration for purchase provides that the church will assume these.

Property held for church use is tax exempt in most areas. In each case the church should notify the tax agency of the ownership and request a waiver of taxes. Taxes due for the year in which property is purchased are usually prorated between the prior owner and the Church, and the Church assumes the payment of the taxes upon receiving payment of the proportionate share by the former owner.

TRUSTEES OF CHURCH PROPERTY

The Quarterly Conference does have general oversight and supervision of the property of a Charge, but the details of this work are usually delegated to Trustees.

The Nominating Committee of the Quarterly Conference once each year brings to the Quarterly Conference a slate of names of persons to act as Trustees of church property. A Trustee must be at least twenty-one years of age and two-thirds of them must be members of the Methodist Church. When possible all should be members of the Methodist Church.

The Board of Trustees is elected by and amenable to the Quarterly Conference of each Charge, unless state laws otherwise provide. The number provided for is from three to nine. The term of office is three years, and one-third of the Board must be elected each year—some are naturally reelected. This means that the Board of Trustees should be composed of three, six, or nine members. The Trustees elect their own chairman, and should elect a secretary also.

When a Charge is composed of two or more churches located at different places, each such church should have a separate Board of Trustees.

A separate Board of Parsonage Trustees is to be elected in the same manner where there are two or more churches on a pastoral Charge,

except that the number must be either three, four or five. If possible, each church should be represented by at least one Trustee.

An alternate method for election of Trustees is provided for. Trustees may be elected by a called meeting of the members of a Charge twenty-one years of age, or over, provided that ten days' notice of such a meeting and its purpose is given from the pulpit of the Charge.

Vacancies in the Board of Trustees may be filled by the Quarterly Conference until the next regular annual election by the Quarterly Conference.

The duties and responsibilities of the Board of Trustees are outlined in paragraph 244. It should be remembered that the Trustees are the creatures of the Quarterly Conference and responsible to that body, and are limited in power by the Methodist Discipline. If a Trustee declines to carry out the expressed wishes of the Quarterly Conference in the exercise of its legal rights, such Trustee should submit his resignation or be replaced in regular order.

REPORT OF TRUSTEES

The Board of Trustees of the Charge is *required* to make a *written* report each year to the fourth or last Quarterly Conference of the Charge. Let us review the ten points on which report is to be made:

1. The total number of churches and parsonages. The value of this listing is most apparent when there are church buildings not regularly in use by a congregation. The list should designate the location of the various churches.

2. The probable or estimated values of such churches and parsonages are to be stated. The values will quite naturally be subject to change. While church property is not depreciated for tax purposes, the current replacement or market value should be entered as the value of the property. This is important as it relates to insurance as well as the true estimate of the value of all local Methodist Church property. It has a bearing upon property values when a loan is requested by Trustees. It is common practice for the Trustees to report the same values year by year, even if considerable capital is expended in upkeep, renovation or extension. Some churches are now valued at less than one-half of current replacement costs. An appraisal by proper authorities should be ordered occasionally.

3. Other real estate and personal property held. This is for the Church what the annual inventory of stock is to a business house. For this report each and every year the Trustees should make a list of all church property of every kind and sort. It may be surprising, for instance,

for the Quarterly Conference to find that eighteen hymnals disappeared during the course of the year. This annual inventory is of value in case of loss by fire or burglary in reaching satisfactory settlement with insurance companies. Reports each year may reveal that repair or replacement of furnishings is called for. This important work is sadly neglected in most churches, resulting in the gradual leakage of much valuable property.

4. Title by which each piece of real estate is held. Each piece of property should be listed each year and all essential information made a part of the records of the Quarterly Conference. In the case of each property the following is a suggested form for this report:

"Tract 1 (church site) is held by John Doe, Joe Smith and Robert Jones in trust for the Wesley Methodist Church by deed dated January 2, 1901, conveying the following described property (quote the exact legal description of the church property). The deed was recorded in Deed Book 1021, pages 406-407 on January 5, 1901. The deed and abstract, or title policy, are kept in the church lock box at the Second National Bank of Blanktown."

In case after case deeds to church property are misplaced and occasionally the public records will be lost by fire or some other disaster. These regular records of the Quarterly Conference will enable a church to establish its right of title. Title to disputed property can often be established by resort to the courts under proper guidance.

In some instances local churches have lost title to valuable property through the neglect of permitting others to enjoy peaceable possession for a number of years. The church Trustees should inspect and report on the inspection of each piece of property each year. In one southern city it was necessary to repurchase one site for a new congregation, because the first Methodist owner had lost the property to a squatter through adverse possession.

The Trustees should order a survey of each property when purchased in order to establish the exact boundaries and prevent encroachment. Little used property should be clearly marked by planting or by posts or concrete markers to avoid disputes over property lines.

5. Income from property. The Trustees should report annually on all income-producing property in full. For example: Property (a) (the Jones bequest) was received by deed dated January 2, 1901 to John Doe, Joe Smith, and Robert Jones in trust for Wesley Methodist Church and is described as follows: (quote the exact legal description of the property). The deed was recorded in Deed Book 1021, pages 406-407 on January 5, 1901. The original appraised value was \$10,500. \$10,500 fire and extended coverage insurance is in force and expires on a certain date. The income and expenditure for the year should be itemized and the balance given.

6. Amount received during the year for building, rebuilding, and improving churches and parsonages and how expended. An itemized report should be given of all funds received for building upkeep and the source of the funds. An itemized report should be given of all funds expended on buildings, including insurance costs.

7. Debts and how contracted. Each year in which there is a church debt of any kind the Trustees should report all facts in a form comparable to the following: Debts: On December 2, 1945, the Quarterly Conference authorized the Trustees to borrow \$10,000, secured by mortgage on the church property. On January 1, 1946 the Trustees signed a Note and Mortgage for \$10,000, with lien on the church property, with the Division of Home Missions and Church Extension of the Board of Mission and Church Extension of the Methodist Church providing for annual principal installments of \$1,000 beginning January 1, 1947, plus interest at 4%. The mortgage was recorded in Deed Book 1001, page 446. During the year just closed \$1,000 principal and \$320 as interest was paid on the debt. The principal balance is now \$7,000 with interest paid to January 1.

Only in some such systematic way as this can a Quarterly Conference be informed of all its obligations. All debts of every kind and sort should be reported.

The files in the Church Extension office show that most new pastors write for information about the amount and terms of their church debts. This exact information should be available in Quarterly Conference records.

There should never be disagreement about the exact amount paid and due on any church obligation.

Open accounts should not be permitted to become overdue. Rather, the church should borrow funds and pay its obligations. *Under Methodist polity the entire Quarterly Conference is clearly responsible for the prompt payment of all duly authorized obligations of the church.* Trustees should never be forced to give personal liability for the obligations of the church. The church must always take care of its accounts promptly. All obligations should be authorized by a proper committee after discussion and never by individuals, however well meaning.

8. Amount of insurance on each property, whether restricted by co-insurance or other limiting conditions, and whether adequate insurance is carried. It is the responsibility of the Quarterly Conference of each Charge to see that an adequate insurance program is carried.

An appraisal of church buildings should be made every few years to determine the amount of insurance needed. Most authorities recommend that property be insured for the replacement value of the building, minus the cost or value of any reinforced concrete foundations. Fire and

windstorm, or preferably fire and extended coverage insurance, should be carried in the name of the Trustees of the church on the building and contents. A premium saving will accrue in the purchase of three or five year term policies, even on an annual payment plan. Burglary and personal liability insurance is carried by many churches.

The Trustees should see that all premiums are promptly paid when due and that renewals are ordered when necessary. We have known of heavy losses to church property during a period when the premium was unpaid or the policy lapsed. This is tragic neglect of duty. We have known of cases where a Trustee has given an unauthorized reduction of insurance coverage and brought serious loss to the church.

There is no reasonable excuse that can be offered for under-insured churches. One Trustee excused the absence of insurance by remarking, "It is God's House. He will not permit it to burn down!"

CO-INSURANCE

Some States permit co-insurance. The Trustees must be extremely careful in purchasing this type of insurance, as they stand to lose heavily in the event of a partial loss. Fundamentally, co-insurance is a contract between the Trustees and the insurance company by which the Trustees promise to keep the property covered at all times up to a certain agreed percentage of the value of the property. To illustrate: Wesley Church is valued at \$100,000. The insurance carries an 80% co-insurance clause. Eighty per cent of \$100,000 is \$80,000, and is the minimum amount of coverage the Trustees should permit. If the Trustees carry only \$40,000 under this insurance contract and suffer a partial loss the company will share one-half of the loss and the church will be forced to carry part of the loss. Test your co-insurance policies by this standard.

The Church Extension offices notice that Trustees in areas subject to windstorm damage, where rates are naturally high, are sadly under-insured and even object to insuring to qualify for loans.

It is obviously unfair for uninsured churches to appeal to the Church at large for grants to restore church property when the Trustees are neglecting their duties.

In some cases a saving in rates can be secured if an insurance expert is asked to re-rate the property. Often the purchase of fire extinguishers will reduce the rate. All churches should have an adequate number of extinguishers that are refilled annually. Often the installation of a fire plug nearer to the property will result in better protection as well as a better insurance rate.

FIRE HAZARDS

All churches should be inspected annually by the Trustees and all fire hazards reported. The Church Extension offices have available for free distribution a form of check list for fire hazards. The most common causes of church fires are:

1. Carelessness in handling fires.
2. Oily rags or papers that are permitted to accumulate.
3. Defective heating equipment, cooking apparatus, flues and electric appliances.
4. Defective flues—especially those where part of the chimney rests on the roof. Spark arresters should be installed.
5. Poorly installed stove pipes which pass through wood without proper protection.
6. Gasoline stored on the premises.
7. Matches unprotected in metal containers.
8. Faulty installation of furnaces.
9. Absence of lightning rods.
10. Unattended loose shingles on the roof. More windstorm damage is caused by loose shingles that provide a wind barrier than any other single cause.

Most city areas have a safety code for public buildings and church buildings are included. In unprotected areas the Trustees should be diligent to protect the church building and train the congregation in fire prevention measures. Lighted exits should be provided in large churches and occasionally a fire drill carried out.

9. Who is custodian of legal papers and where they are kept. The Trustees should name one of their number as custodian of legal papers and make provision for the safe keeping of these papers. The annual report should list all such legal papers and certify that they were examined and found to be in order. The legal papers of a church should be kept in a fireproof vault, such as that furnished at nominal cost by most banks.

The Quarterly Conference should designate the persons who shall have access to the lock box. It is good practice to name three persons, any two of whom will be permitted admittance. The authorization should be entered in the records of the Quarterly Conference. All important church records should be kept in a safe place.

10. Detailed lists of trusts, specifying where funds are invested, how incomes are applied.

Many churches have benefitted from the interest of members and friends by receiving funds in trust for specific purposes. Usually such trusts are of certain funds the corpus of which is to be invested and the income used for specific purposes.

A church is honor bound, and legally bound, to handle a trust in harmony with the desires of the donor. To do otherwise will not inspire others to create like trusts and may prompt heirs of the original donor to institute legal proceedings to divest the church of its trusteeship of the fund. This has occurred in several instances.

The original contract, under the trust, must be kept intact for occasional review of the Trustees.

If capital funds are involved the Trustees should seek expert guidance in investment of the capital to insure the safety of the fund. In this case a smaller return on the fund with the largest measure of safety is to be expected. The name, serial number and amount of each security should be listed each year, and in case of bonds, the maturity date, so that prompt attention may be given to any necessary changes in investment. No changes in investment should be made except upon formal order of the Quarterly Conference. Registered securities should always have the proper legal designation of the church.

The Trustees should give an itemized statement of all income received from all securities, and the amount and purpose for which expended. Obviously income from a trust designated for the payment of insurance on the church should be used for that purpose and no other—else the donor's intent will be vitiated and the trust subjected to possible loss.

If it appears that the terms of a trust are impossible of fulfillment the Quarterly Conference may appeal to all heirs and the courts for a re-interpretation of the contract, and thus show its desire and serious purpose to carry out the donor's wishes. The courts hold rather rigidly to the written instrument and a Trustee's interpretation of the intention of the donor is of little validity. As a matter of safety it is best to secure the opinion of court when there is any ground for doubt. The Methodist Church has lost hundreds of thousands of dollars through inefficient and improper handling of trust funds. A regular system of reporting and accounting will do much to conserve resources.

This ten-point annual report of the trustees should be in written form and represent the report of each and every one of the available Trustees. It may appear that certain of this material is an unnecessary duplication from year to year. This is a fact, but the Recording Steward will do a better job if the full record is kept. Even this report does not encompass the full duties of Methodist Trustees of local church property and frequent special reports are to be expected.

Still other duties are assigned by the Discipline to Trustees. Under the direction of the Quarterly Conference they are to hold and administer all real property, bequests and trusts. The Trustees are to cooperate with the parsonage committee (paragraph 149, section 5) in providing a comfortable residence for the pastor and family.

PARSONAGE STANDARDS

An adequate parsonage home for each Charge is the goal of Methodism. It is clearly the duty of the Charge to provide this home. A congregation's property holding is incomplete until it includes both a church and parsonage. The quality of the residence for the pastor is an important factor in attracting and holding adequate ministerial leadership. Time and funds placed in parsonage improvement are good investments.

Some annual conferences are alert to this need, and are at work. It would seem wise for the Conference Board of Missions and Church Extension to propose that a survey of parsonage needs be made district by district.

The North Texas Conference has developed a Set of Minimum Standards for parsonages which might well serve as a basis for further study in other conferences, and the basis for the survey.

The local parsonage committee (Discipline Para. 148, Section 5) of each Charge could well be urged to complete the study at the level of the Charge. This committee has important duties and should be selected with care. Some uniformity of practice in parsonage furnishings, the duties of the preacher's family, and the responsibilities of the parsonage committee could be developed for each conference.

The Minimum Standards approved by this Conference are recommended as a starting point:

THE HOUSE ITSELF

1. All parsonages should be well screened.
2. All parsonages should have a convenient and sanitary water supply. In places where city water is not available, tanks might well be installed and water piped into kitchen and bathroom.
3. All parsonages should have a bathroom, containing at least a bathtub, with other bathroom fixtures where it is possible.
4. Where there is no sewage system, the outdoor facilities should be substantially built and sanitary.
5. The greatest possible storage space should be arranged; closets, drawers, etc.
6. Walls, woodwork, and floors should be kept in good repair, remembering that a little repair work done at regular intervals is easier to accomplish than to refinish the entire house after long periods of neglect.

7. Plumbing and furniture repair should be cared for by the parsonage family when they are responsible for the breakage, but ordinary wear and tear, such as is expected when a house is lived in, should be taken care of by the parsonage committee.

THE HOUSE FURNISHINGS

8. All heavy furniture should be provided, including floor coverings.

9. Adequate ice-boxes, electric refrigerators wherever possible, should be provided.

10. All beds should be provided with GOOD springs and good mattresses with mattress covers.

11. An adequate central heating system should be installed in areas where this is needed; otherwise, a sufficient number of stoves should be provided, and these should be checked and adjusted regularly, and discarded when necessary by the parsonage committee.

12. Good shades should be provided throughout the house.

13. Curtains should be furnished throughout the entire house wherever possible. Where it is not possible, then at least the living room, dining room, and one bedroom should be provided with curtains. Curtain rods for all windows should be standard equipment.

14. Towel racks, light bulbs, and other small items usually provided by the parsonage family might well be left behind when the family moves.

15. Dishes, cooking utensils, and linens should be provided by the parsonage family.

One Annual Conference Committee on Parsonage Standards reports its study of one hundred and eighty houses. (Thirteen charges of the Conference do not own a parsonage.)

Eighty of the homes were from 25 to 50 years old. One was built in 1819. Only 27 were built during the last ten years. Only 100 of the parsonages had adequate heating facilities. Twenty-six had both an inadequate number of stoves and stoves in poor condition. More than one-fourth of the group report either water or plumbing inadequacies. Of those which do not have sewage, one-half report sanitary facilities which are definitely bad.

The results of the study indicates that the kitchen and bathroom are points needing most attention. About one-half the churches report active parsonage committees, one-fourth inactive, and one-fourth no committees. This accounts for the lack of attention to upkeep. Over

one-fifth of the respondents show nothing spent on upkeep during the year.

Let the Trustees be responsible for this important service to the pastor's family.

SPECIAL PROBLEMS RELATED TO THE BUILDING OF PARSONAGES ON CIRCUITS

Circuit parsonages should be up to the standards accepted by the Annual Conference.

There are certain problems connected with circuit parsonage construction. The Cabinet of the Conference often changes circuit charge lines and shifts the Churches. Some Churches on Circuits become stations and force the change of Charge lines. Certain problem areas are: where to locate the parsonage, and what part of the construction and upkeep shall be paid by the several churches.

The Charge parsonage Trustees include representatives of the several churches of the circuit (up to a total of 5 churches, as provided in the Discipline). The parsonage Trustees should study the various locations offered, and come to an agreement. The location should be central to the constituency. All churches should be within easy reach by car. The community selected should offer the pastor's family the usual services of school and shopping.

It is reasonable for the church paying the largest percentage of cost and ministerial support to request the parsonage for its community.

The Trustees representing the various churches should bring from their respective churches an official agreement to pay a definite amount toward the construction and upkeep costs. The amount usually conforms to the percentage of the churches' payment on ministerial support. If one church pays one-third of the salary it might subscribe one-third of the cost involved.

If a debt is involved the various churches should accept their fair share of the repayment of principal and interest.

When charge boundary lines are changed a church may have an equity in the Circuit parsonage. If so, that equity should be determined and paid to the church. Paragraph 252 of the Discipline outlines the method of arriving at the amount.

Definite commitments from the Official Boards of the several churches of a Circuit will avoid embarrassments and misunderstandings which might otherwise arise in the matter of building, furnishing, and keeping up a Circuit parsonage.

LIMITATIONS OF TRUSTEES' POWER

With all the varied duties of the Board of Trustees of Methodist church property, it should be noted that the Discipline provides certain limitations.

The Trust Clause under which the Trustees hold all real property makes it clear that the property is held in trust for the Methodist Connection and not the Board of Trustees or the Local Church.

Then too, the Annual Conference may declare any church abandoned or discontinued under the provisions of Paragraph 255. This may be done only with the consent of the Bishop, a majority of the District Superintendents, and of the District Board of Church Location and Building of the district in which the action is contemplated. In case of abandonment or discontinuance the Board of Trustees of the Annual Conference may dispose of the property on order of the Annual Conference.

A Board of Trustees may not prevent or interfere with the pastor or other duly authorized ministers of the Methodist Church in the use of property for religious services or other proper meetings recognized by the law and usage of the Methodist Church.

Again, Methodist Trustees may not mortgage or encumber real estate on which a church or parsonage is located in order to raise funds to meet the current expenses of the church. Of course our churches would not ordinarily expect to contemplate any such step. If some emergency in finances should arise the Official Board could authorize a local loan secured by a note. A further limitation on local Trustees is found in Paragraph 253. Trustees are not permitted to use the principal of the funds received from the sale of property on which a church or parsonage stands to defray the costs of the current budget.

Trustees may mortgage or convey church property only on written consent of the District Superintendent and preacher in charge, and with the authorization of the Quarterly Conference. Ten days public notice of such meeting and proposed action must be given from the pulpit of the Charge.

Yes, the Methodist Church lays many duties and responsibilities upon the Trustees of local church property. Our local churches should consider the office of Trustee as highly important. The requirement of rotation in office should be observed, but qualified members should be named to this important work. It is normal procedure for some trustees to be reelected. Devoted men and women willingly give of their time and energies in this task. It is an honor to be named to this office. For these services the Church gives its hearty thanks and the entire Connection blesses them with a deeply felt "well done."

THE PROCEDURE FOR INCORPORATION OF CHURCHES

If a Methodist church desires to incorporate it should consider and vote the step in a session of the Quarterly Conference after full discussion of any advantages or disadvantages. Legal counsel should be secured in drawing up the necessary papers in accordance with the law of the State and of the Discipline (Paragraphs 246 and 247). The articles of incorporation shall include the features enumerated in the Discipline: a pledge of support of Methodist doctrine; subjection to Methodist laws, usage and ministerial appointments; duly elected trustees as directors of the corporation; corporation authority to secure, hold, improve, encumber, sell and dispose of property.

All new charters or proposed amendments to existing charters shall be submitted to the District Superintendent for approval. Such approval should be pointed out in the articles of incorporation as written approval.

When a church is incorporated the deeds to all real estate should be deeded to the corporation in its exact name. It is suggested that the corporate name be that commonly used in designating the church. "Wesley Methodist Church" will become "Wesley Methodist Church, Inc." The articles of incorporation will naturally be in conformity of the State in which the church is located. If State laws require the naming of a process agent for the church it is often suggested that the President or Secretary be named rather than a pastor who is subject to transfer. The articles of incorporation will be preserved among the legal papers of the church.

It is clear that incorporation does not relieve the Trustees of any of their responsibility under the Discipline, nor detract from the final authority of the Quarterly Conference. In incorporated churches the Trustees as directors shall be under the control of the Quarterly Conference and make to that body the annual reports required of Trustees of unincorporated churches. While the corporation under its charter has the authority to encumber the church property, it can do so only under disciplinary direction, including the approval of the Quarterly Conference. Thus the authority of the church corporation to encumber the property should show the approval of the directors, in a corporation meeting, and of the Quarterly Conference in a duly called session. In most States corporations are required to keep and use a seal. If a seal is required, the church will naturally secure one and impress the seal upon the documents requiring such an official seal. The seal should be kept with the legal papers of the church.

There are some advantages to the incorporation of churches. It tends to give legal solidity and stability, though the laws of the States clearly

recognize the rights of unincorporated churches. If the business of the church requires the attention of the Trustees on frequent occasions it is simpler to secure the signature of two persons, the corporation president and secretary, than all the Trustees, be they three, six or nine.

Some local church Trustees fear they may become personally liable on Church debts, even if not intended by the church or the mortgagor. In cases of corporations it is clear that the liability of the president is not as often assumed.

CONSTITUTING A NEW METHODIST CONGREGATION

The Discipline does not set forth the procedure by which a church may be constituted. There is clear direction about discontinuing a church but not about bringing one into being. Yet, new congregations are being organized weekly. Most of the work or direction will fall upon the District Superintendent. The following steps are suggested:

1. The District Superintendent shall make such surveys as may be necessary to determine that a new congregation is needed to serve a community.
2. The District Board of Church Location and Building shall be asked to approve the proposed site. If there is a City or District Board of Missions and Church Extension, that body should also be asked to approve the site.
3. The District Superintendent may then ask the Cabinet for permission to organize a new church and authority to appoint the necessary first officers to make up the Quarterly Conference. When the first officers are appointed and the Quarterly Conference held, the church will be organized. The Cabinet is the only body able to supply ministerial leadership. A minister is sometimes assigned before the membership roll is prepared. Often a Church School is organized before the Church.
4. To further dignify this procedure, the Cabinet may make an official request of the Annual Conference to Constitute this new Church and admit it to the fellowship of the Churches by formal vote of the Conference.
5. The Conference may then, through its President and Secretary, send to the new church a Charter. It is suggested that the Charter be presented in an appropriate ceremony. This should be a great occasion for the new church.

The Discipline makes provision for the care and handling of Meth-

odist Church Property. The Quarterly Conference and the Trustees share this important work. It is necessary for the church officials to study these provisions with care and to follow them explicitly if the business of the church is to be handled properly. Often we find that a local church has lost the deed to their property and at times no deed appears on the public records. An alert Board of Trustees would discover and correct this condition the first year of its report to the Quarterly Conference.

Methodism is deeply indebted to the faithful men and women who share the duties of caring for the House of God.

Chapter FOUR

GUIDANCE MATERIALS ON BUILDING PROJECTS

There is now in print an abundance of helpful material on various types of church building enterprises. The Joint Committee on Architecture of the Methodist Church (Discipline, Paragraph 1414) publishes plans and elevations. This material is available from the Division Church Extension Offices and the Board of Education. The Division of the Local Church has published helpful material on the Church School, including: "Equipment and Arrangement for Children's Groups in the Church" and "Your Church School Building."

This Division of the Board of Education is prepared to review preliminary church school drawings and plans when mailed to P.O. Box 871, Nashville 2, Tennessee.

The Division of Home Missions and Church Extension cooperates with other Protestant communions in the support of the Bureau of Church Building and Architecture of the National Council of the Churches of Christ.

Most of the literature of the Bureau is available through the Church Extension Offices of the Division.

Form No. 3a describes this literature. Single copies of all but the first three items are available from the Church Extension Offices without cost. Additional copies may be ordered at a reduction in the stated price. A discount is allowed on the first three items when purchased through the Division Offices.

CHURCH BUILDING LITERATURE

*Supplied through
The Bureau of Church Building and Architecture*

THE CHURCH BUILDER by Elbert M. Conover, D.B., Sc.D.

A complete guide for the church building or improvement program. Written out of an experience of twenty-five years in church building guidance in every state in the United States and in Canada, and in

more than thirty denominations. Splendidly printed and bound by one of the finest printing plants in America. No other book covers the same ground. More than 130 illustrations. List of more than 300 commendable American church buildings. Twenty-seven chapters, \$2.75.

PLANNING CHURCH BUILDINGS (costing \$30,000 and upwards).

Largest collection of plans for Protestant churches assembled. Sixty-four over-sized pages, 144 cuts, floor plans, sketches and photos, exterior and interior views. A splendid portfolio full of vital suggestions in the many illustrations and text matter, \$2.00.

THE CHURCH BUILDING GUIDE.

Twenty-six chapters, sixty cuts, lists 250 American church buildings. Splendid for church boards, committees, study classes, pastors, architects, etc. Largely contained in *The Church Builder*. Leatherette, \$1.50.

THE CHURCH SCHOOL AND PARISH HOUSE BUILDING.

Twenty-one chapters on planning for the religious educational work of the smallest or largest church. Approved by denominational leaders in Christian education. Abundantly illustrated. Floor space areas, trends in religious education, recreation, etc. The only book in this field, \$1.50.

CHURCH BUILDING FINANCE.

Thirteen chapters, sixty-two pages. A Guide Book for pastors, finance committees and all concerned with directing and working in financial programs for new church building, improvements or debt raising, .75.

PLANNING THE SMALL CHURCH.

Forty-four pages, 8½x11. Abundantly illustrated, plans, exterior, interior views. Full of help for planning churches costing up to about \$45,000, \$1.00.

REBUILDING THE TOWN AND COUNTRY CHURCH.

Twenty-four page booklet. Contains exterior designs, floor plans and photographs for enlarging and remodeling the smaller church buildings for worship, education, fellowship and service activities, .50

BUILDING FOR WORSHIP.

Twenty-four concise chapters, sixty pages. A guide for those concerned with planning for rooms and equipment for worship. Plentifully illustrated, .50.

RECREATION AND THE CHURCH.

Eighty pages. A practical manual for leaders; treats of program;

leadership; organizing church recreation; uses of music; detailed directions for innumerable activities, .50.

CHURCH BUILDING LEADERSHIP.

Twenty-four page guide book. Suggestions for leading a church building or improvement program. For pastors, building committees and others concerned, .25.

MEN WORKING, Felton.

A study of voluntary labor gifts. A factual description of the relation of volunteer labor to the church. Seventy-one pages, well illustrated, .30.

THE TOWN AND COUNTRY MINISTER'S HOME, Felton.

Abundantly illustrated; 112 pages, .40.

CIRCULARS AND PAMPHLETS

PLAN OF ORGANIZATION

A very important guide. Description of a plan for organizing the committees and sub-committees and their duties for a building or improvement enterprise. (50c doz.) .05.

List of Biblical texts and suggested topics for sermons and addresses to promote the spiritual support of a building or improvement program, .10.

The Place of Architecture in the Training of a Minister, .03.

The High Cost of Cheap Materials, .03.

Annotated Bibliography of books on Religious Architecture, .10.

Acoustics of churches, .10.

The Church and the Architect. Outline description of the architect's work, why he is necessary, etc., .05.

Fire Prevention Inspection Blank for complete survey of church property. Hundreds of church fires can be prevented, .10.

Beautifying the Church Grounds—circular of practical suggestions on landscaping, .10.

Color Balance, .03.

Dossal Hangings, illustrated, .05.

Remodeling the Corner Pulpit-Chancel, circular, .03.

Requirements for Drama and Pageantry, folder, very complete and authoritative, .05.

- We Plan the Postwar Church, circular of 3 designs for smaller churches and text, .05.
- More Stately Church Mansions for Tommorow, circular of 3 church designs and text, .05.
- The Language of Stained Glass, illustrated circular, by Charles J. Connick, .05.
- Plan for two-story Rural Parish House, and two and a half story Parish House plan, .10.
- Symbolism in the Sanctuary. A circular describing the chancel of a well-known Methodist Church after remodeling and reasons for the chancel arrangement and equipment, .03.
- A Celebration of Sanctuary Day. (Complete worship service—except the sermon—four pages, prepared to promote the celebration of Sanctuary Day) (\$1.50 per hundred), .05.
- An Efficient Kitchen, two-page circular, plan and two cuts, .05.
- Planning the Recreation in your Church; circular of suggestions and argument, .03.
- Chapels, interior views, .03.
- Church Heating Systems, monograph, .05.
- House Warming, an article on pumping heat from the earth, .03.



The architects of the church extension offices will review, without charge, preliminary plans for buildings. The division reserves the right to require approval of the general plan arrangement of church buildings where applications for aid are made.

It should be standard procedure for all churches to submit architectural plans for review. The architects discover some serious structural deficiencies and are often able to offer suggestions for constructive changes in floor plan arrangements and exterior design. A limited number of field visits may be made by the architects.

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**"WHEN WE BUILD, LET US THINK
THAT WE BUILD FOREVER."** Ruskin.